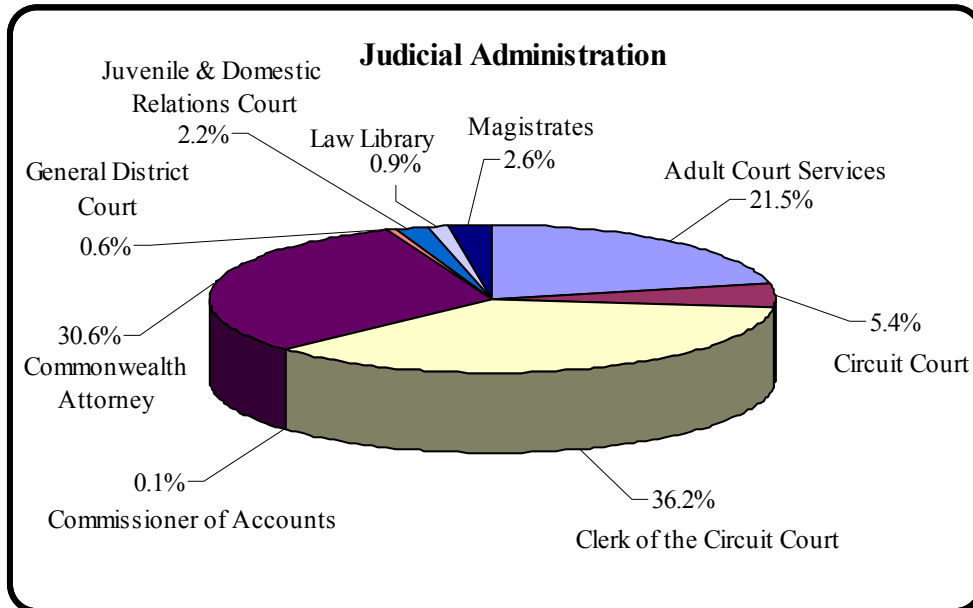


## JUDICIAL ADMINISTRATION

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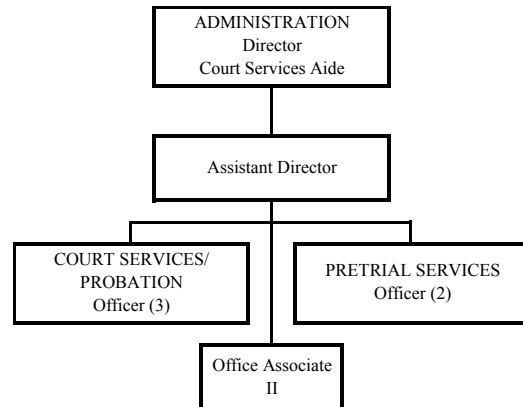
Adult Court Services	\$466,107
Circuit Court	\$115,823
Clerk of Circuit Court	\$782,433
Commissioner of Accounts	\$2,400
Commonwealth's Attorney	\$661,379
General District Court	\$12,220
Juvenile & Domestic Relations Court	\$47,211
Law Library	\$19,000
Magistrates	<u>\$56,402</u>
	<u>\$2,162,975</u>



# ADULT COURT SERVICES

## MISSION/PURPOSE

The mission of the Office of Adult Court Services is to provide criminal justice services resulting in the reduction of jail overcrowding, the enhancement of public safety, and the availability of remedial opportunities to offender populations. These services include, but are not limited to, pretrial investigation, community corrections, administration of the Fauquier/Rappahannock Community Criminal Justice Board, criminal justice grant administration, and collection and analysis of system data.



## GOALS

- Provide court-ordered probation to offenders in lieu of detention at the local jail.
- Provide pretrial investigation services to the judiciary in order to ensure more informed bail making decisions
- Provide pretrial supervision and monitoring of awaiting trial defendants released to the custody of the department
- Place and monitor all court-ordered community service labor
- Collect court costs, fines and restitution to crime victims
- Act as lead staff and planner to the Fauquier/Rappahannock Community Criminal Justice Board, its subcommittees and task forces

## BUDGET

	FY 2000 Actual	FY 2001 Actual	FY 2002 Adopted	FY 2003 Requested	FY 2003 Adopted
Costs:					
Personnel	\$211,754	\$277,079	\$357,762	\$381,567	\$381,567
Operating	\$32,227	\$62,595	\$74,024	\$74,024	\$77,240
Capital	\$3,879	\$42,890	\$7,300	\$7,300	\$7,300
<b>Total</b>	<b>\$247,860</b>	<b>\$382,564</b>	<b>\$439,086</b>	<b>\$462,891</b>	<b>\$466,107</b>
Revenue:	\$178,929	\$300,560	\$358,356	\$370,952	\$370,952
<b>Net Tax</b>	<b>\$68,931</b>	<b>\$82,004</b>	<b>\$80,730</b>	<b>\$91,939</b>	<b>\$95,155</b>
Full-time Staff	4	5	8	8	8
Part-time Staff	.5	0	0	0	0
<b>Full-time Equivalents</b>	<b>4.5</b>	<b>5</b>	<b>8</b>	<b>8</b>	<b>8</b>

# ADULT COURT SERVICES

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## **PROGRAM 1: Administration**

### **DESCRIPTION**

The Administration coordinates provision of various program/services to local courts and criminal justice system, supervises staff, prepares and administers grants ensuring compliance with state and federal guidelines, reviews the effective delivery of services, prepares state-mandated reports and oversees the departmental budget and financial expenditures.

<b>SERVICE LEVELS</b>	<b>FY 2000</b>	<b>FY 2001</b>	<b>FY 2002*</b>	<b>FY 2003</b>
	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Projected</u>
Hours Spent on Probation Services	N/A	N/A	650	650
Hours Spent on Pretrial Services	N/A	N/A	650	650
Hours Spent on Reports	N/A	N/A	216	216

\*Restructured

## **PROGRAM 2: Probation/Court Services**

### **DESCRIPTION**

The Probation/Court Services provides probationary supervision of court-referred convicted offenders in lieu of jail detention, provides court reports, testimony and investigations, places and monitors court-ordered community service labor, drug screens offenders, collects fines, costs and restitution to the victims of crime and refers offenders to the appropriate sanctions and remedial resources.

<b>SERVICE LEVELS</b>	<b>FY 2000</b>	<b>FY 2001</b>	<b>FY 2002</b>	<b>FY 2003</b>
	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Projected</u>
Offenders Placed by Courts	291	435	400	450
Average Daily Caseload	228	251	250	260
Number of Cases Closed	326	383	300	325

## **PROGRAM 3: Pretrial Services**

### **DESCRIPTION**

This program provides pretrial investigation of detained defendants, provides reports and recommendations to courts at arraignment, provides supervision to pretrial defendants, monitors conditions of bail and reports violations, and applies for arrest warrants/capiases.

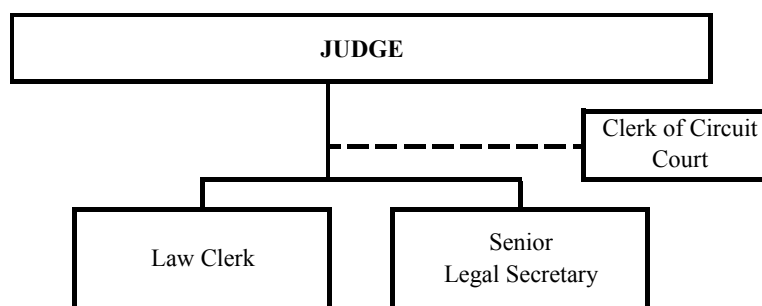
<b>SERVICE LEVELS</b>	<b>FY 2000</b>	<b>FY 2001</b>	<b>FY 2002</b>	<b>FY 2003</b>
	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Projected</u>
Investigations	N/A	N/A	250	250
Supervised Placements	N/A	N/A	250	250
Average Daily Caseload	N/A	N/A	50	70

# CIRCUIT COURT

## MISSION/PURPOSE

The Circuit Court is a court of record and part of the Twentieth Judicial Circuit, which encompasses Fauquier, Loudoun and Rappahannock Counties. There are presently four Judges within the Circuit, three of whom are in Loudoun County and assist in Fauquier

County on a limited pre-scheduled dates. The Court conducts hearings in criminal, civil, chancery and condemnation cases. It also serves as an appellate court from the General District Court and Juvenile and Domestic Relations District Court. The Court supervises Grand Jury proceedings within the County and jury trials are also conducted. In addition the Court makes appointments to certain Boards for the County and Towns.



## GOALS

- The Court strives to see that Justice in Fauquier County is administered in a fair and equitable manner to all litigants and in a timely manner
- Processing and trial of cases in accordance with the guidelines as set out by the Supreme Court of Virginia

## BUDGET

	FY 2000 Actual	FY 2001 Actual	FY 2002 Adopted	FY 2003 Requested	FY 2003 Adopted
Costs:					
Personnel	\$56,764	\$54,256	\$59,063	\$62,513	\$62,513
Operating	\$60,884	\$44,132	\$58,310	\$53,310	\$53,310
Capital	\$0	\$807	\$0	\$0	\$0
<b>Total</b>	<b>\$117,648</b>	<b>\$99,195</b>	<b>117,373</b>	<b>\$115,823</b>	<b>\$115,823</b>
Revenue:	\$41,330	\$31,300	\$40,000	\$35,500	\$35,500
<b>Net Tax</b>	<b>\$76,318</b>	<b>\$67,895</b>	<b>\$77,373</b>	<b>\$80,323</b>	<b>\$80,323</b>
Full-time Staff	1	1	1	1	1
Part-time Staff	1	1	1	1	1
<b>Full-time Equivalents</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>

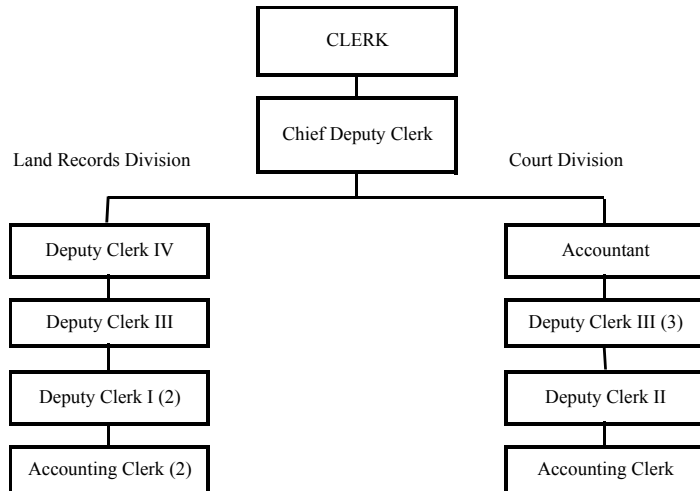
# CLERK OF THE CIRCUIT COURT

## MISSION/PURPOSE

The Clerk's Office provides a large variety of services to the general public and members of the legal profession. These services require accurate and updated permanent record keeping being the Clerk's Office for a Court of Record.

## GOALS

- To continually review the operation of the Clerk's Office so as to operate in a more economic and efficient manner
- To review new technology systems, which are available and may become available in the future to insure up to date record keeping
- Maintain close contact with the many agencies, state and local, which the Clerk's Office works with in order to provide better services to these agencies and in order that they can serve our needs
- Improve calendar management procedures



## SERVICE LEVELS

	CY 1999 <u>Actual</u>	CY 2000 <u>Actual</u>	CY 2001 <u>Adopted</u>	CY 2002 <u>Projected</u>
Deed Book Recording	15,591	12,230	13,000	18,000
Judgments	1,134	1,169	1,200	1,500
Criminal Cases	817	942	900	900
Concealed Weapon Permits	276	139	200	200

## BUDGET

	FY 2000 Actual	FY 2001 Actual	FY 2002 Adopted	FY 2003 Requested	FY 2003 Adopted
<b>Costs:</b>					
Personnel	\$544,088	\$560,582	\$608,071	\$639,735	\$639,735
Operating	\$89,874	\$90,481	\$131,452	\$142,698	\$142,698
Capital	\$28,014	\$6,427	\$0	\$0	\$0
<b>Total</b>	<b>\$661,976</b>	<b>\$657,490</b>	<b>\$739,523</b>	<b>\$782,433</b>	<b>\$782,433</b>
<b>Revenue:</b>	\$1,157,000	\$1,199,972	\$1,134,613	\$1,139,791	\$1,139,791
<b>Net Tax</b>	<b>\$495,024</b>	<b>\$542,482</b>	<b>\$395,090</b>	<b>\$357,358</b>	<b>\$357,358</b>
Full-time Staff	12	13	13	14	14
Part-time Staff	0	0	2	2	0
<b>Full-time Equivalents</b>	12	13	14	15	14

# COMMISSIONER OF ACCOUNTS

## MISSION/PURPOSE

The mission of the Office of the Commissioner of Accounts is to oversee the process of having administrators and executors of wills certified as courteously and as expeditiously as possible before being released for their qualifications.

**Appointment by Circuit  
Court Judges**

**Commissioner of Accounts**

## GOALS

- Monitor certification process
- Assist as necessary to facilitate the process

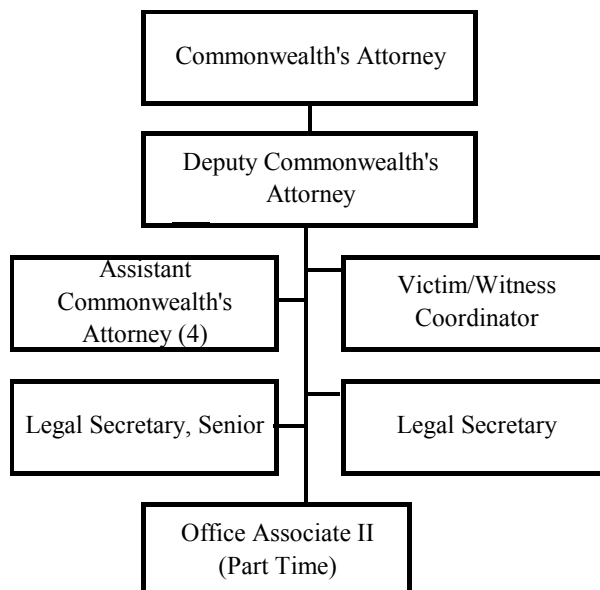
## BUDGET

	FY 2000 Actual	FY 2001 Actual	FY 2002 Adopted	FY 2003 Requested	FY 2003 Adopted
Costs:					
Personnel	\$0	\$0	\$0	\$0	\$0
Operating	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400
Capital	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$2,400</b>	<b>\$2,400</b>	<b>\$2,400</b>	<b>\$2,400</b>	<b>\$2,400</b>
Revenue:	\$0	\$0	\$0	\$0	\$0
<b>Net Tax</b>	<b>\$2,400</b>	<b>\$2,400</b>	<b>\$2,400</b>	<b>\$2,400</b>	<b>\$2,400</b>
Full-time Staff	0	0	0	0	0
Part-time Staff	0	0	0	0	0
<b>Full-time Equivalents</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# COMMONWEALTH'S ATTORNEY

## MISSION/PURPOSE

The Commonwealth's Attorney is a Constitutional Officer elected by the registered voters of the County during a general election held every four years. The mission of the Commonwealth's Attorney's office is to prosecute, on behalf of the Commonwealth and on behalf of the citizens of the County, all criminal and traffic cases which come before the County's three state courts to which either the Commonwealth or the County is a party and to perform such other related duties as are mandated by statute. Historically a part-time position, the position of Commonwealth's Attorney for Fauquier County became full-time in 1982.



## GOALS

- Provide effective and efficient prosecution of criminal cases on behalf of the citizens of the county in all criminal and traffic cases
- Work closely with all law enforcement and other agencies involved in the criminal justice system in the county
- Provide advice and assistance to members of state and local law enforcement agencies regarding specific criminal investigations
- To thoroughly, adequately and effectively prepare and present the cases it prosecutes

## BUDGET

	FY 2000 Actual	FY 2001 Actual	FY 2002 Adopted	FY 2003 Requested	FY 2003 Adopted
<b>Costs:</b>					
Personnel	\$561,175	\$588,005	\$600,077	\$650,954	\$633,864
Operating	\$16,854	\$16,499	\$27,515	\$27,515	\$27,515
Capital	\$4,517	\$15,138	\$0	\$0	\$0
<b>Total</b>	<b>\$582,546</b>	<b>\$619,642</b>	<b>\$627,592</b>	<b>\$678,469</b>	<b>\$661,379</b>
<b>Revenue:</b>	\$315,794	\$321,552	\$334,044	\$341,726	\$341,726
<b>Net Tax</b>	<b>\$266,752</b>	<b>\$298,090</b>	<b>\$293,548</b>	<b>\$336,743</b>	<b>\$319,653</b>
Full-time Staff	9	9	9	10	9
Part-time Staff	1	1	1	0	1
<b>Full-time Equivalents</b>	<b>9.5</b>	<b>9.5</b>	<b>9.5</b>	<b>10</b>	<b>9.5</b>

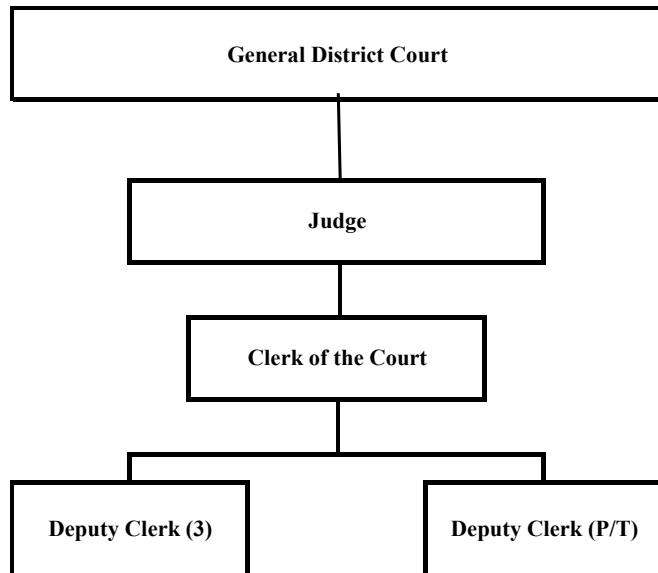
# GENERAL DISTRICT COURT

## MISSION/PURPOSE

To provide services of maintaining records of all judicial proceedings, by presiding over all legal proceedings and by assuring that the public is treated fairly and impartially in all proceedings before the Court.

## GOALS

- To provide professional, courteous, thorough consultation and analysis in a responsive and effective manner



## BUDGET

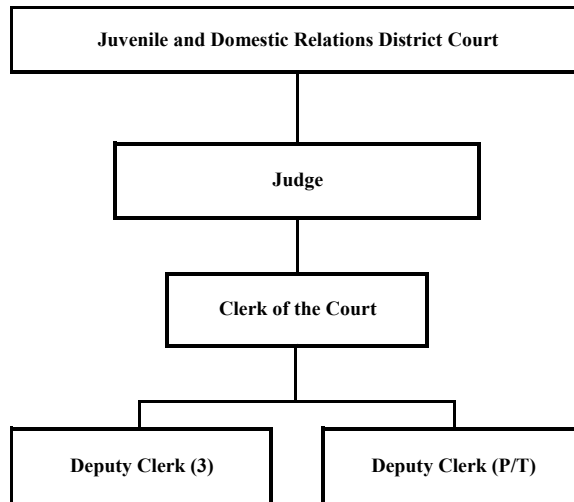
	FY 2000 Actual	FY 2001 Actual	FY 2002 Adopted	FY 2003 Requested	FY 2003 Adopted
Costs:					
Personnel	\$0	\$0	\$0	\$0	\$0
Operating	\$10,642	\$14,039	\$12,220	\$12,220	\$12,220
Capital	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$10,642</b>	<b>\$14,039</b>	<b>\$12,220</b>	<b>\$12,220</b>	<b>\$12,220</b>
Revenue:	\$0	\$0	\$0	\$0	\$0
<b>Net Tax</b>	<b>\$10,642</b>	<b>\$14,039</b>	<b>\$12,220</b>	<b>\$12,220</b>	<b>\$12,220</b>
Full-time Staff	0	0	0	0	0
Part-time Staff	0	0	0	0	0
<b>Full-time Equivalents</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



# JUVENILE AND DOMESTIC RELATIONS COURT

## MISSION/PURPOSE

The Fauquier County Juvenile and Domestic Relations District Court addresses the needs of at-risk juveniles, their families, troubled adults, and their immediate families. Especially for juveniles, we strive for holistic and permanent solutions, not just a temporary fix. Hopefully, this will enable these individuals to become well adjusted, productive members of society. Our intent is to give each young person a sense of direction, motivation and a feeling of self worth so that when the age of majority is reached, the youngster has settled down and is ready to enter the mainstream of American society. In working with these young adults, we find ourselves constantly struggling between the concepts of focusing on the youth and what is best for him or her versus the immediate concern of protecting society from dangerous juveniles.



On the adult side of the Court, domestic violence has become the key issue. Again, we are confronted with desires to focus on the perpetrator and thus prevent recidivism. At the same time, we must be vigilant in our efforts to protect the family from acts of violence.

## GOALS

- To save a large percentage of at-risk youth and their families to enable them to live up to their maximum potential
- To have the necessary staff, technology, and equipment

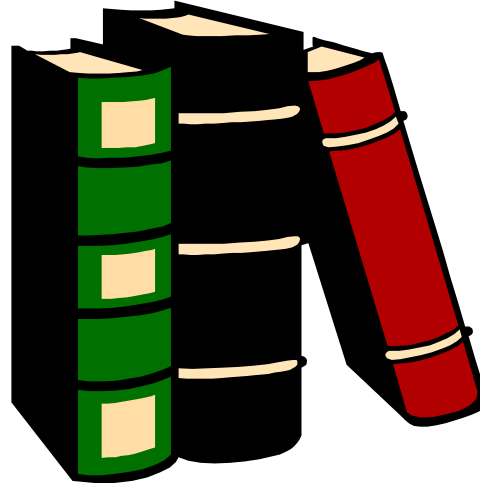
## BUDGET

	FY 2000 Actual	FY 2001 Actual	FY 2002 Adopted	FY 2003 Requested	FY 2003 Adopted
Costs:					
Personnel	\$16,210	\$26,926	\$26,826	\$29,004	\$29,004
Operating	\$14,482	\$16,944	\$18,207	\$18,207	\$18,207
Capital	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$30,692</b>	<b>\$43,870</b>	<b>\$45,033</b>	<b>\$47,211</b>	<b>\$47,211</b>
Revenue:	\$0	\$0	\$0	\$0	\$0
<b>Net Tax</b>	<b>\$30,692</b>	<b>\$43,870</b>	<b>\$45,033</b>	<b>\$47,211</b>	<b>\$47,211</b>
Full-time Staff	0	1	1	1	1
Part-time Staff	.8	0	0	0	0
<b>Full-time Equivalents</b>	<b>.8</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

# LAW LIBRARY

## MISSION/PURPOSE

Created by Fauquier County Ordinance 90-2, the Law Library selects and organizes acquired legal materials for easiest use by members of the Fauquier County Bar Association, County judges, attorneys and certain staff members. The library is open to the public 15 hours per week and is funded solely by the amount of Writ Tax collected each month. Because of limited funds, approximately half of the acquisitions are solicited and collected from other libraries, firms and individual donors at no cost to Fauquier County.



## GOALS

- To conduct a survey of the Bar Association and the general public to develop a long range plan for Library acquisitions

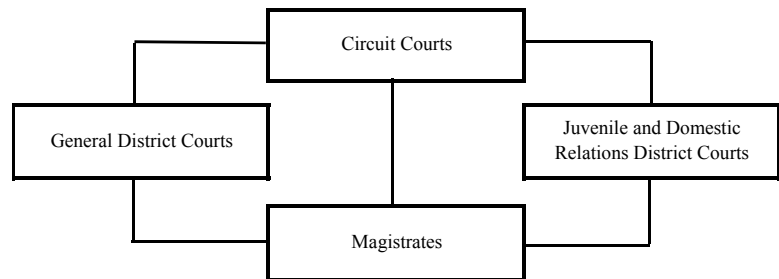
## BUDGET

	FY 2000 Actual	FY 2001 Actual	FY 2002 Adopted	FY 2003 Requested	FY 2003 Adopted
Costs:					
Personnel	\$0	\$0	\$0	\$0	\$0
Operating	\$17,710	\$15,150	\$19,000	\$19,000	\$19,000
Capital	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$17,710</b>	<b>\$15,150</b>	<b>\$19,000</b>	<b>\$19,000</b>	<b>\$19,000</b>
Revenue:	\$12,857	\$14,687	\$13,500	\$15,000	\$15,000
<b>Net Tax</b>	<b>\$4,853</b>	<b>\$463</b>	<b>\$5,500</b>	<b>\$4,000</b>	<b>\$4,000</b>
Full-time Staff	0	0	0	0	0
Part-time Staff	0	0	0	0	0
<b>Full-time Equivalents</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# MAGISTRATES

## MISSION/PURPOSE

The Magistrates serve as the initial contact with the criminal justice system. Serving all law enforcement personnel (State, County and Town). Hearing initial testimony, they determine whether or not “probable cause” exists to issue a warrant for arrest. They issue search warrants subpoenas, arrest warrants, summonses and set bail. Magistrates also provide information on the judicial system processes and procedures.



## GOALS

- To continue to serve the citizens of Fauquier County as fairly and expeditiously as possible

## BUDGET

	FY 2000 Actual	FY 2001 Actual	FY 2002 Adopted	FY 2003 Requested	FY 2003 Adopted
<b>Costs:</b>					
Personnel	\$38,927	\$44,899	\$46,416	\$48,041	\$45,416
Operating	\$8,475	\$10,859	\$9,260	\$15,210	\$10,986
Capital	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$47,402</b>	<b>\$55,758</b>	<b>\$55,676</b>	<b>\$63,251</b>	<b>\$56,402</b>
<b>Revenue:</b>	\$0	\$0	\$0	\$0	\$0
<b>Net Tax</b>	<b>\$47,402</b>	<b>\$55,758</b>	<b>\$55,676</b>	<b>\$63,251</b>	<b>\$56,402</b>
Full-time Staff	0	0	0	0	0
Part-time Staff	4	4	4	4	4
<b>Full-time Equivalents</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>